RECEIVING ORGANIZATION:

Document Change Request

Date Received	Log no.	Process Owner
Document no.	Current rev/change number or letter	

1. REQUESTER COMPLETES:

Request originator	Mail code	Phone no.	Date of request

Document number/title

Type of action requested:	___ New document	___ Change or revision	___ Cancellation

Requester Comments: *(Identify or attach changes to existing document or attach proposed new document)*

2. PROCESS OWNER COMPLETES:

__ Request returned to requester on __/__/__ because of: __nonapplicability __insufficient information

__ Request accepted __as reviewed __with modifications shown

     Forwarded to Reviewer(s) on __/__/__ **Please return reviews by __/__/__**

Process Owner Comments:

3. REVIEWER COMPLETES:

Affected function (code)/Reviewer (name)	__ Approved	__ Not Approved

_____

Reviewer Comments:

4. PROCESS OWNER COMPLETES AT END OF REVIEW PROCESS:

Change disposition:

__ Incorporated as written	__ Not accepted	__ Other (Specify)
__ Incorporated with modifications (attached)	__ Withdrawn by originator	

Release Information:

   New doc. No., rev or change designation_____   release date:_____

Submitted to MLC on __/__/__ by:_____

Instructions for Preparation of
IVV Form 1000, Document Change Request

Form 1000 is used to propose a new system level procedure (SLP)/Work Instruction (WI) or to recommend change, revision, or cancellation of an existing SLP/WI. It may be initiated by the process owner or submitted by a document user in an organization or function affected by the process that the document describes. This form may be used for initiating changes to other types of documents if so specified in organizational document control procedures.

Please submit only one change per form. (If the one change concept affects several parts of a document, use one form but indicate all affected parts of the document.)

1. **RECEIVING ORGANIZATION :** For use in tracking the change process by document control custodian (or process owner or document author). Rev or change entered here should be the one currently in use, the one against which the current change is being written. (E.g., if version currently in use is Basic, enter Basic.)

2. **REQUESTER COMPLETES:** For use by person requesting the document action. May be a document user in an affected function or the process owner. Include mail code or other organizational designator. If a new document is proposed, process owner will obtain number after acceptance. If a cancellation is requested, state reason in Comments block. Transmit this form electronically to process owner. If this form is initiated by the process owner, he or she should fill out this block as well as the next one. Please submit only one change per form. (If that change affects several parts of document, so indicate.)

3. **PROCESS OWNER COMPLETES:** Process Owner is the person responsible for the process or task described by the document in question. Process Owner or designee (a) returns the request if it is not applicable to the process or is unclear or incomplete, or (b) forwards the form electronically to reviewers in all affected functions. The Comments space may be used for either (a) or (b).

4. **REVIEWER COMPLETES:** Each reviewer receives an electronic copy. The review deadline in block 3 applies to all reviewers. The reviewer indicates approval or disapproval (comments section may be used with either) on the form and returns it electronically to the Process Owner.

PROCESS OWNER COMPLETES AT END OF REVIEW CYCLE: Process owner checks all applicable blocks to describe disposition of original request and fills in blanks for release information. The DCC is responsible for keeping record copies of reviews.